

WATER OPERATIONS SYSTEMS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Water Operations Systems Coordinator position exists is to perform senior level staff and administrative assignments in support of the Water Operations Division of the Water Resources Department. This classification may or may not supervise. This position reports directly to the Water Operations Director.

ESSENTIAL FUNCTIONS

Plans, develops, facilitates, coordinates and implements activities related to the utilization of quality and organizational development tools and methodologies.

Prepares related material for the Water Operations operating budgets. Compiles statistical data and prepares reports.

Meets and communicates, orally and in writing, with customers, other city departments, and service providers to discuss Water Operations issues.

Assists the Water Operations Director in the implementation of new services, work methods, policies, procedures and division goals and objectives; provides feedback to Field Supervisors on employee issues and division policies.

Measures costs associated with existing and proposed equipment, functions, maintenance methods, and procedures to assure cost effectiveness. Performs trend analyses making recommendations for improvement.

Generates reports and prepares presentations as requested for the staff and public through the use of spreadsheets, complex reports and graphics.

Conducts work audits, benchmark studies and prepares related reports. Identifies long term staffing needs. Coordinates, encourages and assists employees in the participation of Water Operations mentoring and training programs.

Prepares, coordinates, monitors and manages maintenance contracts for service, material, equipment, etc.

Handles special projects as assigned.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Methods, practices and procedures; and management principles and practices including personnel management.

Cost accounting, budgeting; and understanding and experience in research methods and benchmarking.

Ability to:

Observe, review and check the work of staff members to ensure conformance to standards.
Work from drawings and specifications.
Use telephone and radio communications equipment.
Operate a variety of standard office equipment requiring repetitive arm-hand movements.
Enter and retrieve data or information into/from a terminal, PC or other keyboard device.
Prepare and present oral and written reports.
Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.
Comprehend and makes inferences from written material, verbal and written instructions.
Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.
Work independently with minimal supervision.

Education & Experience:

Any combination of training, education, and experience equivalent to at least five years management or administrative experience in water and wastewater systems. .

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA STATUS: Exempt **HR Ordinance Status:** Unclassified